

# Storage & Stacking - Office

SAFETY AWARENESS KEPT SIMPLE

## Safety Talk Delivery Pack

### This Safety Talk contains:

- 6 - Page Talk Text
- 6 - OHP Presentation Slide Pack
- 12 - A5 talk Handout Sheets
- Assessment and Assessment Answers Sheet
- Employee Attendance Register
- A "How to Present Safety Talks Guide"

### Using the talks (Extract "How to Present Safety Talks"):

**Plan** which topic you want to discuss with your team.

**Read** through the script before you hold the meeting to familiarise yourself with the material.

**Start** the talk with a comment that makes the topic relevant to the team. For example, if you have seen a number of people using ladders incorrectly, use this as your opening comment.

**Follow the script** but don't read straight from the page. The script is only a prompt and it will sound better if you use your own words.

**Ask the questions** as they appear in the script. It is important you do this because they are a lead in to the next section of your talk.

**Give the team enough time to answer** the questions. Safety talks can be boring for the team if you are the only one talking.

**Hand out** the information sheets as they appear in the script. Don't hand out all the information sheets at the start of the talk otherwise there is a temptation for the team to read ahead and not listen to the points you are making.

*Collect the information sheets at the end of the talk so they can be used again.*

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### **INTRODUCTION**

Poor storage and stacking is one of the major hazards in an office environment.

People don't realise that something as simple as stacking a box incorrectly can cause an injury, equipment damage or be a fire hazard, creating an unsafe place for you to work.


### **LEARNING OUTCOMES**

At the end of this talk you will understand:

- different types of poor storage and stacking;
- types of injuries that can occur;
- causes of the injuries;
- correct methods of storage and stacking to prevent injuries and damage;
- different ways to reduce the need for storage and stacking; and
- benefits of planned and efficient storage and stacking.

## EXAMPLES OF POOR STORAGE AND STACKING

Some examples of poor storage and stacking are blatant and easy to spot, while others may not be obvious at first. A hazard can sometimes develop over time.

	<b><i>“What are some examples of poor storage and stacking in your office?”</i></b>
	<b>Hand out sheet 1 – Poor storage and stacking</b>


Poor storage and stacking may include:

- over stacking shelves;
- perching items on edges of tables or desks;
- storing heavy objects high up, forcing you to reach up for them;
- heaping items and equipment in a corner or in a walkway;
- stacking heavy stock on top of lighter material;
- combining food stuff with chemicals;
- using unstable shelving or benches;
- having shelving too high to reach easily;
- storing frequently used items on high and low shelves;
- not using end protection on shelves; and
- stacking items in front of a fire exit.

## TYPES OF HAZARDS

You need to be aware of the different types of hazards around your office, that are caused by poor storage and stacking, so you can fix the problem and avoid accidents.

Now that you know some examples of poor storage and stacking, you should be able to identify the hazards they present.

	<b><i>“Can you give me five types of hazards resulting from poor storage and stacking?”</i></b>
	<b>Hand out sheet 2 – Types of hazards</b>

## Sample OHP Presentation Slide

### Sheet 1 – Poor Storage and Stacking



#### **PRACTICE**

#### **GOOD HOUSEKEEPING**

A PLACE FOR  
EVERYTHING AND  
EVERYTHING IN ITS PLACE

Poor storage and stacking may include:

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- storing heavy objects high up, forcing you to reach up for them;
- heaping items and equipment in a corner or in a walkway;
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- storing frequently used items on high and low shelves;
- not using end protection on shelves; and
- stacking items in front of a fire exit.



## Sample A5 Handouts

### Sheet 5 – Benefits of Storage and Stacking



The benefits include:

- locating things easily and therefore saving time;
- saving space;
- a less congested workplace;
- reducing damage to equipment and materials;
- reducing the amount of stock on hand; and
- reducing injuries.

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### Sheet 5 – Benefits of Storage and Stacking



The benefits include:

- locating things easily and therefore saving time;
- saving space;
- a less congested workplace;
- reducing damage to equipment and materials;
- reducing the amount of stock on hand; and
- reducing injuries.

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